



INDIANA STATE BOARD OF EDUCATION

To: Indiana State Board of Education Members
From: Timothy Schultz, General Counsel—Indiana State Board of Education
Date: September 6, 2017
RE: Latch Key Program Waiver Request

Recommendation: Approve the Latch Key Program Waiver Request.

East Noble School Corporation (“East Noble”) is seeking approval of a school-age child care program requirement waiver for the 2017-2018 school year. Approval by the Indiana State Board of Education (“Board”) is required for Latch Key program waivers according to IC 20-26-5-2.

School-age child care programs, commonly known as Latch Key programs, are programs which provide care and education for children of working parents. This program is designed to be a link between the home and the school. Certified, qualified and experienced child care providers supervise, teach and interact with children to ensure that they are cared for, supervised, exposed to many learning activities, allowed to complete homework and share enjoyment in a relaxed and carefully designed developmentally appropriate environment.

School corporations may seek a waiver from the child care program requirement if compliance would result in “undue hardship.” IC 20-26-5-2(c) explains:

(c) A school corporation shall receive a waiver from the state board of the requirement under subsection (a) if the school corporation believes that the school corporation would experience an undue hardship due to a low number of eligible children intending to use a child care program, regardless of whether the child care program is conducted by the school corporation or under a contractual agreement. **To receive a waiver, the school corporation must include a detailed description of the school corporation's attempt to implement a child care program, including the following:**

- (1) A description of the steps taken to:
 - (A) conduct a child care program described in subsection (a)(1); or
 - (B) actively solicit nonprofit organizations or for-profit organizations to implement a child care program as provided in subsection (a)(2).
- (2) Evidence that a request in writing was made to each parent to contact the school corporation to indicate the parent's willingness to use a child care program and documentation of the results received from parents.

In other words, to be eligible for such a waiver, the school corporation must demonstrate that it has made a good-faith effort to determine the feasibility of creating such a program as well as parent interest in utilizing a Latch Key program.

The Indiana Department of Education's ("Department") publicized deadline for all waiver requests is September 1st of each year.¹ East Noble's Latch Key program waiver request was submitted August 24, 2017.

The school corporation provided all supporting documentation required including:

- A) A written description of the steps taken to determine the feasibility of a latch key program and/or to actively solicit other non-profits or for-profits organizations to implement a program.
- B) Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the latch key program and documentation of any parental survey results.
- C) Analysis of parent interest and projected attendance from the implementation of such a program.
- D) The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the latch key program services.

The Department has deferred to the Board's discretion for approval or rejection of East Noble's Latch Key program waiver request for the 2017-2018 school year.

Recommendation: as IC 20-26-5-2(c) states that a "school corporation shall receive a waiver" if it provides the information outlined in the statute, Board staff recommend granting the waiver.

¹ See <http://www.doe.in.gov/21stcccl/latch-keyschool-age-child-care-program>.



Dr. Jennifer McCormick
Superintendent of Public Instruction

DEPARTMENT OF EDUCATION

Working Together for Student Success

WAIVER FORM

Indiana State Board of Education
School-Age Child-Care Program Waiver

Deadline: September 1th (Annually)

Submission Date: 8/24/2017

East Noble School Corporation _____ requests a waiver of the requirement that it make a school-age child-care program available to all children in Kindergarten through Grade Six as required by IC 20-26-5-2, because the school corporation would experience an undue hardship due to the low number of eligible children intending to use the child care program. In support of this request, the school corporation submits the following detailed description of its attempt to implement a child care/latchkey program:

1. A description of the steps taken by the school corporation to conduct a latch-key program or to actively solicit other nonprofit organizations or for-profit organizations to implement the program as described in IC 20-26-5-2(a). [IC 20-26-5-2(c)(1)]
2. Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the latch-key program. Attach a copy of the survey along with documentation of the results received from parents in this regard. [IC 20-26-5-2(c)(2)]
3. The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the services of the latch-key program, as described in item 2 of this request, regardless of whether the latch-key program is conducted by the school or under a contractual agreement. [IC 20-26-5-2(c)]

The school corporation believes that the hardship described in item 3 of this request constitutes an undue hardship, and requests that the Indiana State Board of Education grant a waiver of the requirements of IC 20-26-5-2 for the 2017-18 school year.

Ann W. Linson
(Superintendent's Signature)

Ann W. Linson
(Superintendent's Name Printed)

126 W. Rush Street
(Address)

Kendallville, IN 46755
(City) (Zip)

260-347-2502
(Area Code) (Telephone number)

August 24, 2017

Cole Dietrich
Indiana Department of Education
South Tower, Suite 600
115 W. Washington Street
Indianapolis, IN 46204

East Noble School Corporation is formally requesting a waiver from the child care program requirement in I.C. 20-26-5-2. East Noble School Corporation is comprised of five elementary schools that reside in three distinct geographical locations within the corporation boundaries. Three schools are located in Kendallville, one in Avilla and one in Rome City, Indiana. As in past years, the Cole Center Family YMCA has provided before and after school care for our students at their facility in Kendallville, IN and East Noble School Corporation provides bussing to and from each school location. In August of 2017, parents at the two most outlying schools, Avilla Elementary and Rome City Elementary, were surveyed to determine if each location could sustain an on-site program. A limited number of forms were returned for on-site care, in part because families are accustomed to students attending the after-school program at the YMCA or they utilize other resources. As in the past, when contact has been made regarding make a commitment to regular attendance and payment, many families then decline participation.

Below are the results of the survey:

School	Number of Students	Requests for Child Care	Surveys Returned
Avilla	443	12	51
Rome City	301	11	44

Providing on-site care for such a small number of students presents a financial hardship for the provider. We have used a minimum number of 15 students in the past to determine if on-site care is a financially sound choice. We have offered on-site programs in the past and then were forced to suspend care in the middle of the school year when enrollment drops below 10 students. It is more disruptive to families to change care routines in the middle of the year than to use a central location for services. By transporting all students to one facility, the provider's employees and resources are centrally located and more opportunities can be offered to all students.

Becca Lamon



Assistant Superintendent
East Noble School Corporation

ENSC *Great Students Great Schools Great Communities*

East Noble School Corporation



August 1, 2017

Dear Families,

Indiana State Law (IC 20-26-5-2) requires school corporations in Indiana to offer child care programs for students in Grades K-6, if such programs are needed. With an interest in better serving the community, East Noble School Corporation is exploring whether there is enough interest to offer an affordable, high quality after school program at Avilla Elementary through a partnership with an outside provider.

If your family is interested in learning more about after school programming for K-6 students at Avilla Elementary School for the 2017-2018 school year, please complete the brief survey below and return to the school office before August 23rd, 2017.

1. At a cost of \$8 per afternoon, are you interested in utilizing an after-school program offered at Avilla Elementary for the 2017-2018 school year?

Yes No Maybe

2. How many students in your household are you potentially seeking care for? _____

3. How many days each week would you expect your child(ren) to attend our program?

1-3 days/week 4-5 days/week

4. Until which time in the evening would you need after school child care?

4:00 PM 4:30 PM 5:00 PM 5:30 PM 6:00 PM

To guarantee an after-school program for the 2017-2018 school year, it is our goal to serve a minimum of ten students daily. Please provide your contact information below so that we may share pertinent registration details with you, if we are able to sustain a program.

Name of Parent/Guardian: _____ Student Name(s)/Grade(s) _____

Address: _____ Phone Number: _____

Questions you would like answered:

ENSC *Great Students Great Schools Great Communities*

East Noble School Corporation



August 1, 2017

Dear Families,

Indiana State Law (IC 20-26-5-2) requires school corporations in Indiana to offer child care programs for students in Grades K-6, if such programs are needed. With an interest in better serving the community, East Noble School Corporation is exploring whether there is enough interest to offer an affordable, high quality after school program at Rome City Elementary through a partnership with an outside provider.

If your family is interested in learning more about after school programming for K-6 students at Rome City Elementary School for the 2017-2018 school year, please complete the brief survey below and return to the school office before August 23rd, 2017.

1. At a cost of \$8 per afternoon, are you interested in utilizing an after-school program offered at Rome City Elementary for the 2017-2018 school year?

Yes No Maybe

2. How many students in your household are you potentially seeking care for? _____

3. How many days each week would you expect your child(ren) to attend our program?

1-3 days/week 4-5 days/week

4. Until which time in the evening would you need after school child care?

4:00 PM 4:30 PM 5:00 PM 5:30 PM 6:00 PM

To guarantee an after-school program for the 2017-2018 school year, it is our goal to serve a minimum of ten students daily. Please provide your contact information below so that we may share pertinent registration details with you, if we are able to sustain a program.

Name of Parent/Guardian: _____ Student Name(s)/Grade(s) _____

Address: _____ Phone Number: _____

Questions you would like answered:

Maximize Potential in All People Every Day.
126 West Rush Street, Kendallville, IN 46755 * 260-347-2502
www.eastnoble.net



INDIANA STATE BOARD OF EDUCATION

To: Indiana State Board of Education Members
From: Timothy Schultz, General Counsel—Indiana State Board of Education
Date: September 6, 2017
RE: Latch Key Program Waiver Request

Recommendation: Approve the Latch Key Program Waiver Request.

Fairfield Community Schools (“Fairfield”) is seeking approval of a school-age child care program requirement waiver for the 2017-2018 school year. Approval by the Indiana State Board of Education (“Board”) is required for Latch Key program waivers according to IC 20-26-5-2.

School-age child care programs, commonly known as Latch Key programs, are programs which provide care and education for children of working parents. This program is designed to be a link between the home and the school. Certified, qualified and experienced child care providers supervise, teach and interact with children to ensure that they are cared for, supervised, exposed to many learning activities, allowed to complete homework and share enjoyment in a relaxed and carefully designed developmentally appropriate environment.

School corporations may seek a waiver from the child care program requirement if compliance would result in “undue hardship.” IC 20-26-5-2(c) explains:

(c) A school corporation shall receive a waiver from the state board of the requirement under subsection (a) if the school corporation believes that the school corporation would experience an undue hardship due to a low number of eligible children intending to use a child care program, regardless of whether the child care program is conducted by the school corporation or under a contractual agreement. **To receive a waiver, the school corporation must include a detailed description of the school corporation's attempt to implement a child care program, including the following:**

- (1) A description of the steps taken to:
 - (A) conduct a child care program described in subsection (a)(1); or
 - (B) actively solicit nonprofit organizations or for-profit organizations to implement a child care program as provided in subsection (a)(2).
- (2) Evidence that a request in writing was made to each parent to contact the school corporation to indicate the parent's willingness to use a child care program and documentation of the results received from parents.

In other words, to be eligible for such a waiver, the school corporation must demonstrate that it has made a good-faith effort to determine the feasibility of creating such a program as well as parent interest in utilizing a Latch Key program.

The Indiana Department of Education's ("Department") publicized deadline for all waiver requests is September 1st of each year.¹ Fairfield's Latch Key program waiver request was submitted August 7, 2017.

The school corporation provided all supporting documentation required including:

- A) A written description of the steps taken to determine the feasibility of a latch key program and/or to actively solicit other non-profits or for-profits organizations to implement a program.
- B) Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the latch key program and documentation of any parental survey results.
- C) Analysis of the financial aspects, parent interest, and projected attendance from the implementation of such a program.
- D) The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the latch key program services.

The Department has deferred to the Board's discretion for approval or rejection of Fairfield's Latch Key program waiver request for the 2017-2018 school year.

Recommendation: as IC 20-26-5-2(c) states that a "school corporation shall receive a waiver" if it provides the information outlined in the statute, Board staff recommend granting the waiver.

¹ See <http://www.doe.in.gov/21stcccl/latch-keyschool-age-child-care-program>.

**WAIVER FORM
2017-18 School Year**

Indiana State Board of Education
School Age Child-Care Program Waiver

FAIRFIELD COMMUNITY SCHOOLS requests a waiver of the requirement that it make a school-age child-care program available to all children in Kindergarten through Grade 6 as required by IC 20-26-5-2. In support of this request, the school corporation submits the following detailed information required by law:

1. A description of the steps taken to conduct its own latch key program or to actively solicit other not-for-profit organizations or for-profit organizations to implement the latch key program. [IC 20-26-5-2 (c) (1)]

The three (3) elementary schools in the corporation (Benton, Millersburg, & New Paris) sent out surveys in the community to gain input on the need for a school-age child-care program. The results were tallied according to those students attending each of the three elementary schools next school year. The results are provided below:

School	Daily	Several Times Weekly	Only Occasionally
Benton	7	8	8
Millersburg	0	1	0
New Paris	13	9	1

2. Evidence that a request in writing was made to all parents to contact the school corporation to indicate willingness to utilize the latch-key program (attached copy) and documentation of the results received from parents in this regard. [IC 20-26-5-2 (c) (2)]

A survey was sent home. A copy of the form that was sent from each school is enclosed.

3. The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the services of the latch-key program, as described in Section 2 of this request regardless of whether the latch-key program is conducted by the school or under a contractual agreement. [IC 20-26-5-2 (c)] (Please include a detailed analysis of the financial hardship.)

Cost of such a program versus the income would not be profitable and it is doubtful all persons indicating interest in the program would actually follow through.

See attached "Exhibit A" for the cost estimate.

4. Based upon the Indiana Department of Education letter dated 8/14/2003, which stated "since the legislation does not require that a school-age child care (latch-key) program be offered in each elementary school building, just that a program be made available to all children in Grades K-6 and transportation provided in order to meet a reasonable level of program access, that an investigation regarding the feasibility of offering such a program at just one site, New Paris Elementary, be conducted for school year 2004-2005". The investigation regarding the feasibility of offering the program for 2017-2018 school year was completed, with the cost estimate being attached as "Exhibit B".

The school corporation believes that the hardship described in Section 3 or Section 4 of this request constitutes an undue hardship, and requests that the Indiana State Board of Education grant a waiver of the requirements of IC 20-26-5-2 for the 2017-18 school year.


(Superintendent's Signature)

Steve Thalheimer
(Superintendent's Name)

67240 C.R. 31
(Address)

Goshen, IN 46528

(574) 831-2188
(Area Code) (Telephone Number)

Return form and attachments to:
DeVonne Richburg
Indiana Department of Education
115 W. Washington Street
South Tower, Suite 600
Indianapolis, IN 46204

Exhibit A

FAIRFIELD COMMUNITY SCHOOLS #2155

Latch Key Information
2017-2018 School Year

Cost Estimate:		<u># of Staff</u>	<u>Hrly Rate</u>	<u># of Hours</u>	<u>Total</u>
Daily Wages:	Instructional Staff	5	\$15.26	3.5	\$267.05
	Secretarial Staff	3	\$16.12	2.5	\$120.90
Daily Benefits:	Instructional Staff	21.85%			\$58.35
	Secretarial Staff	21.85%			\$26.42

Total Wages & Benefits:	<u>Amt/Day</u>	<u># of Days</u>	<u>Wkly Amt</u>	<u># of Wks</u>	<u>Annual Amt</u>
Instructional Staff					
Wages	\$267.05	5.0	\$1,335.25	36.0	\$48,069.00
Benefits	\$58.35	5.0	\$291.75	36.0	\$10,503.08
Secretarial Staff					
Wages	\$120.90	5.0	\$604.50	36.0	\$21,762.00
Benefits	\$26.42	5.0	\$132.08	36.0	\$4,755.00
Materials Cost:	\$680 per site	(\$18/week)			\$2,040.00
Other Costs:	3 Building Program Administrators		3 x \$2,500		\$7,500.00
Total Cost:					\$94,629.07

Income Estimate:	<u>Daily</u>	<u>Several Times</u>	<u>Occasionally</u>	<u>Amt/Day</u>	<u>Amt/Wk</u>	<u>Annual Amt</u>
Benton	7	8	8	\$8.00	\$536.00	\$19,296.00
Millersburg	0	1	0	\$8.00	\$24.00	\$864.00
New Paris	13	9	1	\$8.00	\$744.00	\$26,784.00
Total Income:						\$46,944.00
Estimated Loss						(\$47,685.07)

Assumptions:

- a. One (1) secretary required per building.
- b. Instructional staff estimated at 1 per 10 children
- c. Benefits were estimated at 21.85% (PERF 14.2%; FICA 7.65%)
- d. After-school child care rate estimated at \$8 per day
- e. Number of days of care--daily-5; several times-3; occasionally-1

Fairfield School Board believes that we should not conduct a school-age child care program on this basis. The Board approved the application for a waiver at the May 11, 2017 meeting. See the enclosed minutes.

Exhibit B

FAIRFIELD COMMUNITY SCHOOLS #2155
 Latch Key Information
 2017-2018 School Year

Cost Estimate:		<u># of Staff</u>	<u>Hrly Rate</u>	<u># of Hours</u>	<u>Total</u>
Daily Wages:	Instructional Staff	5	\$15.26	3.5	\$267.05
	Secretarial Staff	1	\$16.12	2.5	\$40.30
Daily Benefits:	Instructional Staff	21.85%			\$58.35
	Secretarial Staff	21.85%			\$8.81

Total Wages & Benefits:		<u>Amt/Day</u>	<u># of Days</u>	<u>Wkly Amt</u>	<u># of Wks</u>	<u>Annual Amt</u>
Instructional Staff						
	Wages	\$267.05	5.0	\$1,335.25	36.0	\$48,069.00
	Benefits	\$58.35	5.0	\$291.75	36.0	\$10,503.08
Secretarial Staff						
	Wages	\$40.30	5.0	\$201.50	36.0	\$7,254.00
	Benefits	\$8.81	5.0	\$44.03	36.0	\$1,585.00
Materials Cost:						\$1,000.00
Other Costs:	1 Building Program Administrator					\$2,500.00

Transportation:						
	2 drivers @ \$41.68 (1/2 daily rate) per day x 180 days					\$15,004.80
	Benefits for 2 drivers @ \$9.11 per day					\$3,279.60
	Fuel & maintenance 27 miles @ \$.535 per mile x 180 days					\$5,200.20

Total Cost: **\$94,395.68**

Income Estimate:	<u>Daily</u>	<u>Several Times</u>	<u>Occasionally</u>	<u>Amt/Day</u>	<u>Amt/Wk</u>	<u>Annual Amt</u>
Benton	7	8	8	8.00	\$536.00	\$19,296.00
Millersburg	0	1	0	8.00	\$24.00	\$864.00
New Paris	13	9	1	8.00	\$744.00	\$26,784.00
Total Income:						\$46,944.00
Estimated Loss						(\$47,451.68)

Assumptions:

- a. One (1) secretary required
- b. Instructional staff estimated at 1 per 10 children
- c. Benefits were estimated at 21.85% (PERF 14.2%; FICA 7.65%)
- d. After-school child care rate estimated at \$8 per day
- e. Number of days of care--daily-5; several times-3; occasionally-1
- f. 2 additional drivers required for 1/2 day rate; parents would pick up students at NPE
- g. Does not include purchasing 2 additional buses

Fairfield School Board believes that we should not conduct a school-age child care program on this basis. The Board approved the application for a waiver at the May 11, 2017 meeting. See the enclosed minutes.

Fairfield After School Care Survey

Fairfield Community Schools is considering the need for after school care for elementary age students during the 2017 – 2018 school year. The care would be provided at the school. If you are interested in having after school care for your school age children during the 2017 – 2018 school year, please complete the form below and return it to the school office by Friday, April 28th. This information will be used to help plan the program and does not commit you to your response at this time. Please contact the Millersburg Elementary School office at 642-3074 with questions or comments. Thank you for your assistance.

Fairfield After School Care Survey

Yes, I am interested in after school care for my school age child, provided by an independent organization at Millersburg Elementary School for the 2017 – 2018 school year.

I have _____ children who would be involved.

My Children are in grades _____.

I would be interested in after school care in the following way:

Daily

Several Times Weekly

Only Occasionally

I would like the care to be available from after school until _____ P.M.

My address is: _____

My home telephone number is _____ and my work/cell number is _____.

Parent's Signature

Date

Fairfield After School Care Survey

Fairfield Community Schools is considering the need for after school care for elementary age students during the 2017 – 2018 school year. The care would be provided at the school. If you are interested in having after school care for your school age children during the 2017 – 2018 school year, please complete the form below and return it to the school office by Friday, April 28th. This information will be used to help plan the program and does not commit you to your response at this time. Please contact the New Paris Elementary School office at 831-2196 with questions or comments. Thank you for your assistance.

Fairfield After School Care Survey

Yes, I am interested in after school care for my school age child, provided by an independent organization at New Paris Elementary School for the 2017 – 2018 school year.

I have _____ children who would be involved.

My Children are in grades _____.

I would be interested in after school care in the following way:

Daily

Several Times Weekly

Only Occasionally

I would like the care to be available from after school until _____ P.M.

My address is: _____

My home telephone number is _____ and my work/cell number is _____.

Parent's Signature

Date

Fairfield After School Care Survey

Fairfield Community Schools is considering the need for after school care for elementary age students during the 2017 – 2018 school year. The care would be provided at the school. If you are interested in having after school care for your school age children during the 2017 – 2018 school year, please complete the form below and return it to the school office by Friday, April 28th. This information will be used to help plan the program and does not commit you to your response at this time. Please contact the Benton Elementary School office at 831-2192 with questions or comments. Thank you for your assistance.

Fairfield After School Care Survey

Yes, I am interested in after school care for my school age child, provided by an independent organization at Benton Elementary School for the 2017 – 2018 school year.

I have _____ children who would be involved.

My Children are in grades _____.

I would be interested in after school care in the following way:

Daily

Several Times Weekly

Only Occasionally

I would like the care to be available from after school until _____ P.M.

My address is: _____

My home telephone number is _____ and my work/cell number is _____.

Parent's Signature

Date

**FAIRFIELD COMMUNITY SCHOOLS
BOARD MEETING
MAY 11, 2017**

President Wayne Miller called the meeting to order with board members Trent Hostetler, Greg Kitson and Marilee Keim present. Board Member Kevin Miller was absent. Visitors were Amy Bertram, Dan Sharp, Teresa Zook, Lisa Litwiller and Lori Miller.

The district school counselors; Ben Peery, Peter McFarland, Elizabeth Yoder, Michelle Yoder and Liz Yoder reported on the various trainings and workshops they have attended regarding the Lilly Comprehensive Counseling Initiative grant.

There were no committee reports.

Trent Hostetler made and Marilee Keim supported the motion to approve the following:

- a. Minutes of the April 13, 2017 Meeting
- b. Claims 29289 through 29459 in the amount of \$1,143,857.12; payroll claim in the amount of \$799,599.43
- c. There were 28 professional leave requests
- d. Approve Resignations
 1. Cheaney Davis – Grade 3 Teacher at Benton Elementary (end of year)
 2. Melissa Yoder – Junior Class Sponsor at Fairfield Jr-Sr High School
- e. Approve Employments
 1. Riley Anderson – Co-Junior Varsity Volleyball Coach at Fairfield Jr-Sr High School
 2. Rick Everest – Summer Junior High Softball Coach at Fairfield Jr-Sr High School
 3. Scott Herbert – Technology Education at Millersburg Elementary-Middle School for the 2017-2018 school year
 4. Darin Holsopple – Varsity Assistant Football Coach at Fairfield Jr-Sr High School for the 2017-2018 school year
 5. Darin Kauffman – Varsity Head Baseball Coach at Fairfield Jr-Sr High School for the 2017-2018 school year
 6. Brad Lantz – Summer JH Baseball Coach at Fairfield Jr-Sr High School
 7. Dawn Mast – Math Teacher (.5 FTE) at Fairfield Jr-Sr High School for the 2017-2018 school year
 8. Carrie Replogle – Classroom Tech Support Instructor and Tech Para at Fairfield Jr-Sr High School
 9. Haleigh Smith – Substitute for Teacher on Leave at Fairfield Jr-Sr High School
 10. Steve Stout – Summer JH Baseball Coach at Fairfield Jr-Sr High School
 11. Raina Troyer – Co-Junior Varsity Volleyball Coach at Fairfield Jr-Sr High School
- f. Approve Termination
 1. Kim Kryder – Paraprofessional at Benton Elementary

A copy of the professional leaves follow these minutes.

Under old business, Superintendent Steve Thalheimer recommended the board re-approve the calendar for 2018-2019 school year with the date for Good Friday corrected. Greg Kitson made, Marilee Keim seconded the motion. The motion passed unanimously.

Business Manager Phil Menzie was absent.

Superintendent Steve Thalheimer presented the recommendation from Phil Menzie, Business Manager to approve the purchase of over \$20,000 for classroom furniture at Fairfield Jr-Sr High School. The purchase would be for \$30,186 paid out of Capital Projects Fund equipment budget. Trent Hostetler made, Greg Kitson seconded the motion. The motion passed unanimously.

Superintendent Steve Thalheimer presented the recommendation from Phil Menzie, Business Manager to approve the request for waiver of the requirement to offer a school age child care program for the 2017-2018 school year based upon the analysis that shows that this program would be cost prohibitive. Marilee Keim made, Greg Kitson seconded the motion. The motion passed unanimously.

Superintendent Steve Thalheimer recommended that the board approve the revision of Policy 7540.03, Student Education Technology Acceptable Use and Safety. Marilee Keim made, Trent Hostetler seconded the motion. The motion passed unanimously.

Superintendent Steve Thalheimer recommended the board approve the mission, vision and community of learners model. Trent Hostetler made, Greg Kitson seconded the motion. The motion passed unanimously.

Adam Weesner, representing Barton, Coe & Vilamaa presented information regarding the bid summary and recommended approval of a letter to proceed with Milestone Construction for the New Paris Elementary project. Superintendent Steve Thalheimer recommended the board approve the bid summary and a contract will be finalized after value engineering is complete. Trent Hostetler made motion to approve a letter, Marilee Keim seconded the motion. The motion passed unanimously.

Superintendent Steve Thalheimer recommended the board approve an additional one-year rollover of administrator contracts to July 31, 2019, with a 1.5% performance pay increase to go into effect August 1, 2017 for principals, assistant principals, athletic director and business manager rated Effective or Highly Effective. Marilee Keim made, Greg Kitson seconded the motion. The motion passed unanimously.

Superintendent Steve Thalheimer recommended board approval for a special needs paraprofessional for Millersburg Elementary-Middle School. Greg Kitson made, Trent Hostetler seconded the motion. The motion passed unanimously.

Superintendent Steve Thalheimer recommended board approval to hire Niva Beachy to fill the special needs paraprofessional position at Millersburg Elementary-Middle School. Marilee Keim made, Greg Kitson seconded the motion. The motion passed unanimously.

Superintendent Steve Thalheimer recommended approval for the addition of two non-certified administrative assistant to the principal positions for Benton Elementary School and New Paris Elementary School and the addition of a teacher-on-special-assignment administrative assistant to the principal position at Millersburg Elementary-Middle School for the 2017-2018 school year. Greg Kitson made, Trent Hostetler seconded the motion. The motion passed unanimously.

Superintendent Steve Thalheimer requested board approval to return a Director of Transportation Position half-time beginning July 1st. Greg Kitson made, Trent Hostetler seconded the motion. The motion passed unanimously.

Superintendent Steve Thalheimer recommended approval for the following 2017 Summer School Staffing Recommendations:

Elementary:

- Grade 1 teachers, Lynette Heath and Brittany Scheetz, with paraprofessionals Elaina Gillin & Victoria Wiler;
- Grade 2 teachers, Cindy Chupp and Peggy Fisher, with paraprofessionals Ana Bailey & Demi Lockwood
- Grade 3 IREAD teachers, Mary Jo Martin and Tracy Zook, with paraprofessionals Debra Wilson & Peggy Zent
- Substitute Teacher or Paraprofessional: Megan Miller

Bus Driver routes:

- Bus Drivers Megan Erb, Dick Steffen and Heidi Kaufman, with substitute Lori Brew;
- Special Needs Bus Driver Patty Fry.

High School:

- Agriculture Supervised Ag Experience Kraig Bowers
- APEX Health and Credit Recovery – Sarah McKee
- Economics – Ryan LeCount
- US Government – Ryan LeCount
- Paraprofessional - Kristine Taylor

Trent Hostetler made, Greg Kitson seconded the motion. The motion passed unanimously.

Superintendent Steve Thalheimer recommends that the board approve Tuition Caps for each grade level and set a deadline date of July 21, 2017 at 4:00 p.m. for accepting Student transfer tuition applications. The tuition caps are as follows:

Grade KG	cap of 45	Grade 1	cap of 26	Grade 2	cap of 15
Grade 3	cap of 13	Grade 4	cap of 22	Grade 5	cap of 7
Grade 6	cap of 11	Grade 7	cap of 24	Grade 8	cap of 8
Grade 9	cap of 10	Grade 10	cap of 5	Grade 11	cap of 10
Grade 12	cap of 5				

If more applications are received than we have space for then the lottery drawing will be held on July 27, 2017. Steve also recommended we continue with the same procedure to waive transfer tuition for students who come from outside the district for the 2017-2018 school year. Greg Kitson made, Marilee Keim seconded the motion. The motion passed unanimously.

Superintendent Steve Thalheimer updated the board on the work done by the wellness committee and policy updates.

Superintendent Steve Thalheimer requested board approval for textbook adoption for the computer science course to be added this fall at FJSHS and for the K-8 science and health curriculum. Marilee Keim made, Greg Kitson seconded the motion. The motion passed unanimously.

Superintendent Steve Thalheimer requested board approval for handbook changes as recommended by Benton Elementary School. Trent Hostetler made, Greg Kitson seconded the motion. The motion passed unanimously.

Superintendent Steve Thalheimer requested board approval for Fairfield's application to the Lilly Endowment for the Comprehensive Counseling Initiative Implementation Grant as part of the Elkhart County consortium. Trent Hostetler made, Marilee Keim seconded the motion. The motion passed unanimously.

Superintendent Steve Thalheimer requested board approval for the following trips:

1. Fairfield Jr-Sr High School Football Team Camp overnight from June 9-10 at The Lodge Retreat Center in Syracuse.
2. Fairfield Jr-Sr High School Fishing Club trip to Brookville Reservoir with an overnight stay on June 1 -2, 2017 in Oxford, Ohio.

Greg Kitson made, Trent Hostetler seconded the motion. The motion passed unanimously.

Superintendent Steve Thalheimer requested the board accept the donation of \$1000.00 from an anonymous donor to offset the cost of the boys' basketball regional trip. Marilee Keim made, Greg Kitson seconded the motion. The motion passed unanimously.

Superintendent Steve Thalheimer requested the board approve the FMLA Leave request from James Jones, Engineering Technology Teacher at Fairfield Jr-Sr High School beginning May 4, 2016 and running through the end of the 2016-2017 school year. Marilee Keim made, Greg Kitson seconded the motion. The motion carried unanimously.

Extra-Curricular contracts were signed for Kristina Perkins, Bruce Abramson, Roy Shively and Dennis Schooley.

Upon proper motion and second the meeting adjourned at 8:11 p.m.

An executive session was held immediately following the regular meeting in central office to evaluate the job performance of an individual [IC 5-14-1.5-6.1(b)(9)]. The undersigned certify that no other business was discussed.



INDIANA STATE BOARD OF EDUCATION

To: Indiana State Board of Education Members
From: Timothy Schultz, General Counsel—Indiana State Board of Education
Date: September 6, 2017
RE: Latch Key Program Waiver Request

Recommendation: Approve the Latch Key Program Waiver Request.

Greensburg Community School Corporation (“Greensburg”) is seeking approval of a school-age child care program requirement waiver for the 2017-2018 school year. Approval by the Indiana State Board of Education (“Board”) is required for Latch Key program waivers according to IC 20-26-5-2.

School-age child care programs, commonly known as Latch Key programs, are programs which provide care and education for children of working parents. This program is designed to be a link between the home and the school. Certified, qualified and experienced child care providers supervise, teach and interact with children to ensure that they are cared for, supervised, exposed to many learning activities, allowed to complete homework and share enjoyment in a relaxed and carefully designed developmentally appropriate environment.

School corporations may seek a waiver from the child care program requirement if compliance would result in “undue hardship.” IC 20-26-5-2(c) explains:

(c) A school corporation shall receive a waiver from the state board of the requirement under subsection (a) if the school corporation believes that the school corporation would experience an undue hardship due to a low number of eligible children intending to use a child care program, regardless of whether the child care program is conducted by the school corporation or under a contractual agreement. **To receive a waiver, the school corporation must include a detailed description of the school corporation's attempt to implement a child care program, including the following:**

- (1) A description of the steps taken to:
 - (A) conduct a child care program described in subsection (a)(1); or
 - (B) actively solicit nonprofit organizations or for-profit organizations to implement a child care program as provided in subsection (a)(2).
- (2) Evidence that a request in writing was made to each parent to contact the school corporation to indicate the parent's willingness to use a child care program and documentation of the results received from parents.

In other words, to be eligible for such a waiver, the school corporation must demonstrate that it has made a good-faith effort to determine the feasibility of creating such a program as well as parent interest in utilizing a Latch Key program.

The Indiana Department of Education's ("Department") publicized deadline for all waiver requests is September 1st of each year.¹ Greensburg's Latch Key program waiver request was submitted August 7, 2017.

The school corporation provided all supporting documentation required including:

- A) A written description of the steps taken to determine the feasibility of a latch key program and/or to actively solicit other non-profits or for-profits organizations to implement a program.
- B) Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the latch key program and documentation of any parental survey results.
- C) Analysis of the financial aspects, parent interest, and projected attendance from the implementation of such a program.
- D) The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the latch key program services.

The Department has deferred to the Board's discretion for approval or rejection of Greensburg's Latch Key program waiver request for the 2017-2018 school year.

Recommendation: as IC 20-26-5-2(c) states that a "school corporation shall receive a waiver" if it provides the information outlined in the statute, Board staff recommend granting the waiver.

¹ See <http://www.doe.in.gov/21stcccl/latch-keyschool-age-child-care-program>.

GREENSBURG COMMUNITY SCHOOL CORPORATION

LATCH KEY PROGRAM

REQUEST FOR WAIVER

2017-2018 SCHOOL YEAR

INDIANA STATE BOARD OF EDUCATION
SCHOOL AGE CHILD CARE PROGRAM WAIVER

Greensburg Community School Corporation requests a waiver of the requirement that it make a school age child care program available to all children in K-6 as required by IC 20-26-5-2. The corporation submits the following detailed information that is required by law to support the request:

1. A description of the steps taken by the school corporation to conduct a latch key program or solicit other not-for-profit organizations or for-profit organizations to implement the program. IC 20-26-5-2(a)

- a. Decatur County Day Care (bus transportation provided by GCS)
- b. Decatur County YMCA (bus transportation provided by GCS)

There was no interest on the part of either of these current providers to have a program located in the elementary school. Both have facilities that currently provide school age child care and do not want to engage in programs not housed in their facilities. The YMCA currently offers an after-school program through a grant for elementary age children at Greensburg Elementary (3:00 to 6:00 pm daily for 80-100 students).

2. A survey was sent to each parent, with a return date of May 30, 2017, concerning interest in the latch key program.

Results of the survey: 2017-2018 School Year

1,125 surveys were sent home to parents K-6

23 surveys were returned expressing interest (40 students interested)

There were a total of 1,125 surveys distributed; the elementary school distributed 968 and the middle school distributed 157.


- A. Evidence is provided that a request was made to all parents, in writing, concerning the latch key program (copy enclosed).
- B. The results of the 2017-2018 survey indicate that the parents of the Greensburg Community School Corporation are not interested in the latch key program. The results of the survey (23/1,125) indicated there was no need for the latch key program to be further pursued.

School-Age Child-Care Program Waiver – cont'd

3. The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the services of the latch-key program, as described in Section 2 of this request, regardless of whether the latch-key program is conducted by the school or under a contractual agreement. [IC 20-5-2-1.5(c)]

See attached documentation.

The school corporation believes that the hardship described in Section 3 of this request constitutes an undue hardship, and requests that the Indiana State Board of Education grant a waiver of the requirements of IC 20-5-2-1.5 for the 2017-2018 school year.



(Superintendent's Signature)

Thomas Hunter

(Superintendent's Name Printed)

1312 W. Westridge Parkway

(Address)

Greensburg, IN 47240

(City) (Zip)

(812)663-4774

(Area Code) (Telephone number)

Financial Information

Estimated Daily Attendance: 40 students

Caretaker: 1 for every 10 students

4 caretakers x \$16.00 per hour x 3 hrs/day x 5 days/wk = \$960.00/wk

Supplies: \$135.00/ wk

Food: \$1.25 x 40 x 5 = \$250.00/ wk

Total weekly cost to Greensburg Schools: \$1,345.00

Total cost per student for Greensburg Schools: \$33.63 / wk (\$1,345/40)

Total Cost of the program per year to Greensburg Community Schools: **\$48,420.00**

Caretakers: \$480.00 x 36 = \$34,560

Supplies: \$135.00 x 36 = \$4,860.00

Food: \$250.00 x 36 = \$9,000.00

Total cost to parents: \$20.00 / wk (\$28,800.00 = \$20 x 36 wks x 40 students)

Total income from parents: **\$28,800.00**

Loss to Greensburg Community Schools: \$48,420.00 - \$28,800.00 = \$19,620.00

Greensburg Community Schools requests a waiver based on:

1. An undue financial hardship would be placed on the school corporation.
2. Lack of participants in the program (only 40/1125 eligible students)
3. An undue hardship because the parents showed little interest in the program

Request for Waiver:

The Greensburg Community School Corporation requests the Indiana State Board of Education grant a waiver of the requirement of IC 20-26-5-2 for 2017-2018 school year.

Thomas Hunter, Superintendent
Greensburg Community School Corporation

AFTER SCHOOL PROGRAM SURVEY
"LATCH-KEY"

May 1, 2017

Dear Parent of Elementary Age Students:

The 1991 State Legislature passed a law that requires local school corporations to offer an after school "latch-key" program. This program would provide child care services (babysitting) from the time the school day ends to 6:00 P.M. Participating children would be required to be enrolled 5 days a week. There would be a fee charged for the program. The number of students enrolled would determine the fee. We can not project the fee at the current time. The program must pay for itself and we need to know the number of participants before assigning a cost.

If you are interested in taking part in this program, please complete the survey at the bottom of this letter and return the form to your building principal. This program is for students in grades K-6 and would be housed at Greensburg Elementary School.

Thank you for allowing me to explain this proposed service to you.

Sincerely,

Tom Hunter
Superintendent

Latch-Key Survey

Parent's Name: _____

Parent's Address: _____

Parent's Telephone Number: _____

Number of elementary age children in the family: _____

Grade levels of elementary age children: K ___ 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ 6 ___

Yes, we would be interested in having our child/children enrolled in the Latch-Key Program.

Signed: _____

Please return by May 30, 2017 to your child's school.



INDIANA STATE BOARD OF EDUCATION

To: Indiana State Board of Education Members
From: Timothy Schultz, General Counsel—Indiana State Board of Education
Date: September 6, 2017
RE: Latch Key Program Waiver Request

Recommendation: Approve the Latch Key Program Waiver Request.

Western School Corporation (“Western”) is seeking approval of a school-age child care program requirement waiver for the 2017-2018 school year. Approval by the Indiana State Board of Education (“Board”) is required for Latch Key program waivers according to IC 20-26-5-2.

School-age child care programs, commonly known as Latch Key programs, are programs which provide care and education for children of working parents. This program is designed to be a link between the home and the school. Certified, qualified and experienced child care providers supervise, teach and interact with children to ensure that they are cared for, supervised, exposed to many learning activities, allowed to complete homework and share enjoyment in a relaxed and carefully designed developmentally appropriate environment.

School corporations may seek a waiver from the child care program requirement if compliance would result in “undue hardship.” IC 20-26-5-2(c) explains:

(c) A school corporation shall receive a waiver from the state board of the requirement under subsection (a) if the school corporation believes that the school corporation would experience an undue hardship due to a low number of eligible children intending to use a child care program, regardless of whether the child care program is conducted by the school corporation or under a contractual agreement. **To receive a waiver, the school corporation must include a detailed description of the school corporation's attempt to implement a child care program, including the following:**

- (1) A description of the steps taken to:
 - (A) conduct a child care program described in subsection (a)(1); or
 - (B) actively solicit nonprofit organizations or for-profit organizations to implement a child care program as provided in subsection (a)(2).
- (2) Evidence that a request in writing was made to each parent to contact the school corporation to indicate the parent's willingness to use a child care program and documentation of the results received from parents.

In other words, to be eligible for such a waiver, the school corporation must demonstrate that it has made a good-faith effort to determine the feasibility of creating such a program as well as parent interest in utilizing a Latch Key program.

The Indiana Department of Education's ("Department") publicized deadline for all waiver requests is September 1st of each year.¹ Western's Latch Key program waiver request was submitted July 31, 2017.

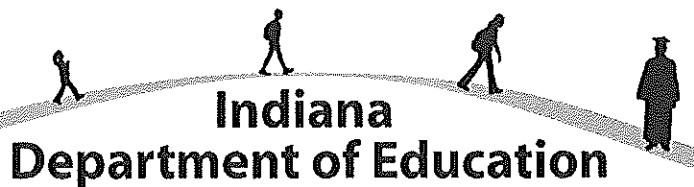
The school corporation provided all supporting documentation required including:

- A) A written description of the steps taken to determine the feasibility of a latch key program and/or to actively solicit other non-profits or for-profits organizations to implement a program.
- B) Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the latch key program and documentation of any parental survey results.
- C) Analysis of the financial aspects, parent interest, and projected attendance from the implementation of such a program.
- D) The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the latch key program services.

The Department has deferred to the Board's discretion for approval or rejection of Western's Latch Key program waiver request for the 2017-2018 school year.

Recommendation: as IC 20-26-5-2(c) states that a "school corporation shall receive a waiver" if it provides the information outlined in the statute, Board staff recommend granting the waiver.

¹ See <http://www.doe.in.gov/21stcccl/latch-keyschool-age-child-care-program>.



Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

WAIVER FORM

Indiana State Board of Education
School-Age Child-Care Program Waiver

Deadline: September 1th (Annually)
Submission Date: 7/31/2017

Western School Corp (3490) requests a waiver of the requirement that it make a school-age child-care program available to all children in Kindergarten through Grade Six as required by IC 20-26-5-2, because the school corporation would experience an undue hardship due to the low number of eligible children intending to use the child care program. In support of this request, the school corporation submits the following detailed description of its attempt to implement a child care/latchkey program:

1. A description of the steps taken by the school corporation to conduct a latch-key program or to actively solicit other nonprofit organizations or for-profit organizations to implement the program as described in IC 20-26-5-2(a). [IC 20-26-5-2(c)(1)]
2. Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the latch-key program. Attach a copy of the survey along with documentation of the results received from parents in this regard. [IC 20-26-5-2(c)(2)]
3. The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the services of the latch-key program, as described in item 2 of this request, regardless of whether the latch-key program is conducted by the school or under a contractual agreement. [IC 20-26-5-2(c)]

The school corporation believes that the hardship described in item 3 of this request constitutes an undue hardship, and requests that the Indiana State Board of Education grant a waiver of the requirements of IC 20-26-5-2 for the 2018 school year.

Randy McCracken
(Superintendent's Signature)

Randy McCracken
(Superintendent's Name Printed)

2600 S 600 W
(Address)

Russiaville 46979
(City) (Zip)

(765) 883-5576
(Area Code) (Telephone number)

WAIVER FORM
Indiana State Board of Education
School-Age Child-Care Program Waiver
Western School Corporation #3490

- 1. A description of the steps taken by the school corporation to conduct a latchkey program or to actively solicit other nonprofit organizations or for profit organizations to implement the program as described in IC 202652(a). [IC 202652(c)(1)]**

In March 2017, a take-home survey was distributed to all students, Kindergarten through Fifth grade. Surveys were also made available at Kindergarten roundup. Results are indicated on the survey, please see attached. The superintendent requested that the Western School Board approve an application for a waiver based upon the lack of sufficient interest or need for after-school childcare. The Western School Board met on May 16, 2017 and approved a waiver-request. The waiver form has been completed by the superintendent, signed by the superintendent, and is now being forwarded to the Indiana State Board of Education.

- 2. Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the latchkey program. Attach a copy of the survey along with documentation of the results received from parents in this regard. [IC 202652(c)(2)]**

Survey and results of survey are attached.

- 3. The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the services of the latchkey program, as described in item 2 of this request, regardless of whether the latchkey program is conducted by the school or under a contractual agreement. [IC 202652(c)]**

Estimated Daily attendance at one site in Western School Corporation = 35

Program Costs:

\$10.00 per day x 2-5 days = \$20-\$50 x 36 weeks = \$720-\$1800

Registration Fee: \$25.00

Activity Fee: \$25.00

Total Costs:

Per student (35) \$770-\$1850 per school year

Analysis:

This would be excessive for two hours of childcare per student. Many families that responded had more than one student that could attend.

Adequate childcare facilities are located within Western School Corporation, and bus transportation is provided to and from school.

Western School Corporation
AFTER-SCHOOL CHILD CARE SERVICES SURVEY
2017-2018

In order to determine the need and feasibility for after-school child care services for children in Kindergarten through grade 6 for the 2017-2018 school year, this request for information must be returned to your child's teacher by Thursday, April 6.



As the parent or guardian of a child or children who will be students (K-6) at Western Schools during school year 2017-2018, I am submitting this registration form and a **check (or money order)** for \$10.00 per child to hold space(s) in the After School Child Care Program. I understand that if the program does not operate due to lack of enrollment, my check (or money order) will be returned. A determination as to whether or not it is possible to have an After School Child Care Program will be made by mid-summer.

Please make checks payable to Western School Corporation

Children's Names	Grade (2017-18)	Expected # of <u>Days</u> to attend per week
	Kindergarten	
	1 st Grade	
	2 nd Grade	
	3 rd Grade	
	4 th Grade	
	5 th Grade	
	6 th Grade	

Parent's Name: _____

Address: _____

Telephone Number: _____

The After School Program provides supervision for children from 3:30 – 5:30 P.M. There is a daily charge per child with a sliding scale for families qualifying for financial assistance.

If you have questions please contact Lissa Stranahan, Director of Exceptional Learners and Testing at 765-883-5930.

tch Key Survey Respons

Grade	Days/Week	Cost/Day	Cost/Week	Cost/Year	Fees	Total
1st	2 days	10	20	720	50	770
5th	2 days	10	20	720	50	770
6th	2-3 days	10	30	1080	50	1130
2nd	3 days	10	30	1080	50	1130
3rd	3 days	10	30	1080	50	1130
KG	3 days	10	30	1080	50	1130
KG	3 days	10	30	1080	50	1130
2nd	3-4 days	10	40	1440	50	1490
4th	3-4 days	10	40	1440	50	1490
4th	3-4 days	10	40	1440	50	1490
4th	3-4 days	10	40	1440	50	1490
5th	3-4 days	10	40	1440	50	1490
KG	3-4 days	10	40	1440	50	1490
2nd	3-5 days	10	50	1800	50	1850
2nd	4 days	10	40	1440	50	1490
2nd	4 days	10	40	1440	50	1490
3rd	4 days	10	40	1440	50	1490
3rd	4 days	10	40	1440	50	1490
3rd	4 days	10	40	1440	50	1490
4th	4 days	10	40	1440	50	1490
5th	4 days	10	40	1440	50	1490
5th	4 days	10	40	1440	50	1490
KG	4 days	10	40	1440	50	1490
1st	5 days	10	50	1800	50	1850
1st	5 days	10	50	1800	50	1850
1st	5 days	10	50	1800	50	1850
1st	5 days	10	50	1800	50	1850
2nd	5 days	10	50	1800	50	1850
2nd	5 days	10	50	1800	50	1850
2nd	5 days	10	50	1800	50	1850
2nd	5 days	10	50	1800	50	1850
4th	5 days	10	50	1800	50	1850
4th	5 days	10	50	1800	50	1850
5th	5 days	10	50	1800	50	1850
6th	5 days	10	50	1800	50	1850